Proctoring New Members of the Department of Surgery

All new members of the Medical Staff must complete a period of Focused Professional Practice Evaluation (FPPE), often referred to as Proctoring. The completion of proctoring is the responsibility of the new member!

Now What??????

These are the steps to complete your proctoring:

Step One

- Assign Proctor
- Your Department Chair will assign a current member of the Medical Staff, usually having the same specialty, to act as your proctor. Your first 3 cases are to be proctored.

Step Two

- Notify New Member & Proctor
- Your assigned proctor is notified in writing to anticipate A CALL FROM YOU and provided with proctoring forms. (Additional forms are availabel in the Medical Staff office)

- Surgeon's Role
- You are required to contact your assigned proctor **PRIOR** to scheduling a case. Perioperative Services will not book your case if you have not arranged for your proctor to be there.

Step Three

- If you and your assigned proctor are unable to find a mutually acceptable date/time, you must:
- •Contact the Medical Staff office at (415) 353-6355
- •Inform them of scheduling conflicts.
- Request other proctors names and contact numbers.

Final Step

Either you or your Proctor return completed proctor form to Medical Staff office.

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